

November 6, 2022

To,
Project Director,
Karachi Mobility Project BRT-Yellow
Sindh Mass Transit Authority (SMTA)
D-43/1, Shahra-e-Ghalib, Lane 3,
Block 2, Clifton, Karachi Tel: 021-99332207-8
Islamabad

Dear Sir,

Application for the post of Procurement / Contract Management Specialist-Disabled Applicant

With reference to your advertisement which appeared in leading newspaper, I hereby apply for the above mentioned post. My education, experience and aptitude fully meet your criteria and is mentioned in my curriculum vitae which is attached herewith for your kind perusal.

If given a chance to serve your esteemed organization, I assure that I will leave no stone unturned in discharging my duties to your entire satisfaction.

Looking forward to meeting you soon.

Thanking you in anticipation, I remain.

Yours truly,

(Irfan Jan Muhammad)
1747/3, Qasr-e-Qudsia, F.B.Area,
Karachi.
0300-2354538

IRFAN JAN MUHAMMAD
BE, MSc, MBA, MS, MPhil, PhD in progress
1747/3, Qasr-e-Qudsia, F.B.Area, Karachi, Pakistan
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+92-300-2354538

PROFILE: My aim is to work in an organization where job is challenging, opportunities to prove my mettle are limitless and chances of growth are boundless. I have good Experience in Tendering, Procurement, Project Management. Structural designing. Quantity Surveying. Also possess Good communication skills and ability to work independently in a competitive environment.

TOP SKILLS:

- | | | |
|---------------------|----------------------|------------------------|
| • Procurement | • Project Management | • Estimation |
| • Tendering | • Budgeting | • Structural Designing |
| • Quality Assurance | • Teaching | • Research |

PROFESSIONAL EXPERIENCE:

NATIONAL BANK OF PAKISTAN,
I.I Chundrigar Road, Karachi
AVP / EXECUTIVE ENGINEER
SINCE 19TH NOVEMBER, 2007
(ON CONTRACT)

Reporting to: Divisional Head Procurement Division

Responsibilities:

- Project Management.
- Tendering / Quotations
- Procurement as per PPRA rules
- Evaluate and recommending appropriate Goods for Procurement.
- Preparation of Memorandums, Office Notes, Plans, Tender Documents, Specifications, BOQs and Estimation.
- Supervision of Construction / Refurbishment / Renovation Works.
- Co-ordination with superiors, Contractors, Stakeholders and End Users.

Accomplishments:

- Timely Completion of Projects within stipulated time and Cost.
- Received Accomplishment Awards.

Projects:

- Procurement of Furniture, Air-conditioning units , UPS, Solar Power systems, Generators, batteries and other items as per bank's standard for End Users following PPRA rules and bank procedures.
- Refurbishment of NBP Head Office / Regional Office Floors.
- Construction / Renovation / Refurbishment of Branches
- Miscellaneous maintenance works of NBP Head Office Building

ASIAN TALENT BUILDERS

PROJECT ENGINEER
FROM FEBRUARY 2007 TO NOVEMBER, 2007

Reporting to: General Manager

Responsibilities:

- Project Management.
- Evaluate and recommending appropriate Material.
- Preparation of Memorandums, Office Notes, Plans, Tender Documents, Specifications, BOQs and Estimation.

- Supervision of Construction / Refurbishment / Renovation Works.
- Co-ordination with superiors, Contractors, Stakeholders and End Users

Accomplishments:

- Timely Completion of Projects.

Projects:

- Construction Supervision of Residential Project / Bungalows.

**UMER MUNSHI ASSOCIATES
STRUCTURAL DESIGN ENGINEER ENGINEER
FROM OCTOBER 1999 TO MAY, 2001**

Reporting to: General Manager

Responsibilities:

- Structural Designing of residential building, factories, retaining walls, bridges, etc.
- Evaluate and recommending appropriate Material.
- Supervision of Construction Works.
- Co-ordination with superiors, Contractors, Stakeholders and End Users

Accomplishments:

- Timely Completion of Projects.

Projects:

- Structural Designing of Residential Project / Bungalows / Factories / Hospitals / Schools.

EDUCATION:

**PhD (2019 to date)
Business Administration
University of Karachi**

**MPhil (2012- 2013)
Business Administration
University of Karachi**

**MS (2007-2012)
Business Administration
Blekinge Institute of Technology, Sweden**

**MBA (2005-2007)
Finance
University of Karachi
Stood Second in order of Merit**

**MSc (2000-2002)
Computer Science
NED University of Engineering & Technology**

**BE (1995-1999)
Civil Engineering
NED University of Engineering & Technology**

COMPUTER / PROCUREMENT SKILLS:

**Attended various PPRA and Project Management trainings.
Good Command of Various software packages like MS Office, MS Project, SPSS, PLS and E Views and Procurement Software.
Good command over usage of different operating systems like LINUX, Windows etc.**

Good command over databases like MS Access.

Good Command over programming Languages like Java, C, C++ and Basic, ASP, SQL, Java Script.

Good Command over graphics tools like Adobe Photoshop

STUDY PROJECTS AND PUBLICATIONS:

Antecedents of Innovativeness and its impact on Small Firms' performance (A Study of Pakistani Small Firms)

Mediating Effect of Learning Orientation on Pakistani Small Firms' (Paper presented at Uddevalla Symposium 2012)

The Impact of Social Networking and Learning Orientation on Performance (Paper presented at Uddevalla Symposium 2014)

The impact of Social Networking and Learning Orientation on Performance (Paper published in Journal of Global Marketing 2015)